

**Issaquah School District  
Executive Limitations Monitoring Report  
EL-1 (Internal) Global Executive Constraint  
Annual Internal Report – March 14, 2024**

*The Board believes that all employees, and especially the Superintendent, should conduct themselves at all times in a manner which is ethical and law-abiding. The management of the District should foster an environment that inspires trust by the community and general public.*

**The Superintendent certifies that the District is in compliance with EL-1 with an exception, as underlined below.**

***The Superintendent shall not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision or organizational condition which is unlawful, unethical, unsafe, in violation of Board policy or endangers the organization’s public image or credibility.***

**Interpretation:**

I interpret this to mean that the District will make every effort to prevent employees from breaking the law, operating unethically, violating Board policy, and damaging the organization’s brand and credibility. The District shall do everything in accordance with maintaining public trust and confidence, and in accordance with Board Policy, District Regulations or Washington State Laws (RCWs and WACs).

This means that the District will have systems and structures to operate accordingly, educate and train staff and supervisors, promote a culture of “see something, say something”, ensure there are checks and balances in the system through internal controls and quality check points, consult with legal counsel, address any practice, activity or decision that jeopardizes the organization, and incorporate that learning into future training and communications.

**Evidence:**

- [Administrative Regulations and Procedures](#). The District has reviewed each regulation and revised where legally required and/or to reflect District practice.
- The District complies with legal guidelines for protecting private data. The District has processes in place to protect private data. Per [EL-2 Treatment of People](#), as of August 25, 2022, the District was in compliance with our District Regulations related to the federal Family Educational Rights and Privacy Act (FERPA).
- During the school year there are regular and frequent meetings and period retreats to ensure communication, coordination and effective reporting systems. Superintendent Cabinet meetings occur three times per month. Superintendent succession planning meetings occur weekly. All administrator team meetings occur monthly. Cabinet and All Administrator retreats were held. The Superintendent meets on a regular basis with the Assistant Superintendent of

Human Resources and outside legal counsel, as deemed necessary, to review personnel and legal matters pertaining to school personnel.

- The District adheres to legal requirements for financial management and accountability of its resources at the building and District levels. Business Office administration and staff conduct internal audits, review financial systems for adequate internal controls, and provide annual compliance trainings to District employees. Annual trainings include, but are not limited to instruction on legal compliance, District Regulations, and proper internal controls (e.g. segregation of duties, reconciliations, security of assets, levels of approval). [A review of District capital expenditures identified that some capital project bond funds from 2012 and 2016 were used for older capital projects outside the scope of the governing ISD Board Resolutions.](#)
- External audit reports reflected two findings for the District. These findings are not a reflection of a decline in confidence in the financial management and accountability of the district, but rather reflect a need for more detailed attention to compliance and documentation. Concurrent to this monitoring report, EL-5 (External) Actual Financial Condition and Activities provides more detail. The most recent independent financial and accountability audits of the District reviewed the period from September 1, 2021 through August 31, 2022.
  - [2021-22 State Accountability Audit Report](#)
  - [2021-22 Financial Statement and Federal Single Audit Report.](#)
- Annually administrators have been trained on the prevention, investigation and remediation of unacceptable staff conduct. As part of the periodic review the Human Resources Department communicates to staff District Regulations that promote a safe and positive workplace such as Civility, Sexual Harassment, Staff/Student Boundaries and Prohibition Against Harassment. Please refer to [EL-3 Personnel Administration.](#)
- Known concerns related to employee conduct have been addressed. Complaints and grievances are monitored annually. The most recent monitoring report of EL-3 Personnel was monitored October 26, 2023 and was found to be in compliance. Please refer to [EL-3 Personnel Administration.](#)
- Investigations Protocols are monitored and in place. Please see [EL-3 Personnel Administration.](#) The most recent monitoring report of EL-3 Personnel was monitored October 26, 2023 and found to be in compliance.
- Supervision of certified and classified staff oversight is managed by the Human Resources Department during the monitoring of EL-3 Personnel. Please refer to [EL-3 Personnel Administration.](#) The most recent monitoring report of EL-3 Personnel was monitored October 26, 2023 and found to be in compliance.

*Board acceptance: March 14, 2024*